



## Financial Affairs Collaboration Team (FACT)

September 13, 2023

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

### Minutes

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#### Accounting Updates

- Kristine Barraza
  - In the process of closing the month of August, however, few more critical journal entries to enter; extending close date.
  - New Accountant I, Yohaira Aguirre starting next week on Monday, September 18<sup>th</sup>. Searching for another Accountant I, job requisition already posted.

#### Presentation

- Andrea Beechko
  - **General and Trust Fund Reports**
    - Reviewed and demonstrated on the Financial Reporting dashboard/Financial Reporting between Periods report tab, the new report format for General Fund (SB001) and Trust Fund Reports.
    - Reviewed and showed how to view the "Department Tree".
    - Training guide for these reports to follow.

#### Accounts Payable & Travel Updates

- Jay Wood
  - Informed that Mona is out of the office today and he will be giving the travel update.
  - Concur is going through a new interface, new designs; changes in the drop downs, information consolidated into side panels etc.
  - Mona is working to update the tutorials to include the new layout design, so that the PDF tutorial matches the actual system; update will go into effect in October/November.
  - Mona will be providing a demo in the next meeting to show what it looks like.
  - Accounts Payable is shorthanded, Sylvia Perez moved to Sponsor Programs, Amber Schneck is currently filling in for Sylvia Perez.
  - Alex moved to Canada, temporarily Vanessa Banuelos is covering as the interim.
  - Searching for a replacement for Mark Gamboa, who was in the travel department assisting Mona. He has transitioned over to Student Financial Services.
  - Currently in search of replacements for all the positions mentioned.



## **Procurement Updates**

- Angelica Jara
  - Will be making an offer for the Buyer I position; hopefully, soon the position will be filled.
  - Currently trying to get the Contracts position posted, which was Dusty's position.
  - Working on rolling out C-cards and state side next.
  - Reminded everyone that PIWP (Pop-in with Procurement) Meetings are held every Tuesday at 9am.
  - Office space is almost completed; projected to finish on Monday, September 18<sup>th</sup>.

## **Budget Updates**

- Homaira Masoud
  - 2023-2024 Budget has been approved by the Cabinet.
  - Currently working with the divisions about allocating the budget.
  - Currently working on 2024-2025 Budget.

## **ITS Updates**

- Gabby Guzman
  - Billing for the telephones will be done soon, hopefully in the middle of the month.
  - No additional updates.

## **Student Financial Services Updates**

- Claudia Enriquez
  - Currently concluded on answering student's questions regarding financial aid refunds; we are refocusing on several implementations with various departments on campus.
  - Announced that the tuition fee increase will affect the setup and various budgets.

## **Support Services Updates**

- No updates.

## **Questions**

- Janet Miller asked for an update regarding the moving relocation process for faculty.
- Jay Wood stated that the moving relocation for faculty has not changed yet, however, currently working on creating a process that can be followed, which will be similar to HR process for MPP's. As of now it is being continued with the old process; the moving and relocation reimbursement process through Concur.